

## Appendix C, Practical Exercises and Solutions

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This appendix contains the item listed in this table--

Item/Title	Pages
PE-1, Punctuation, Grammar, Word Choice, and Active Voice	C-2 thru C-6
SPE-1, Punctuation, Grammar, Word Choice, and Active Voice	C-7
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SPE-2, Soldier of the Month Board Preparation	C-10

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## PRACTICAL EXERCISE 1

<b>Title</b>	PUNCTUATION, GRAMMAR, WORD CHOICE, AND ACTIVE VOICE	
<b>Lesson Number/Title</b>	L230IS version 1 / THE ARMY WRITING STYLE	
<b>Introduction</b>	This practical exercise will help you evaluate your understanding of the Army writing style standards. It will also allow you to evaluate your proficiency in punctuation, grammar, word choice, and active voice writing skills.	
<b>Motivator</b>	None	
<b>Terminal Learning Objective</b>	At the completion of this lesson, you [the student] will:	
	<b>Action:</b>	Recognize effective Army writing.
	<b>Conditions:</b>	In a self-study environment using the material contained in this lesson.
	<b>Standards:</b>	Recognize effective Army writing by: <ul style="list-style-type: none"><li>• Identifying Army Writing Standards.</li><li>• Identifying active voice writing techniques for producing effective Army writing.</li><li>• Identifying the general rules for constructing military correspondence.</li></ul> IAW AR 25-50 (SH-1), DA Pam 600-67 (SH-2), SH-3, and SH-4.
<b>Safety Requirements</b>	None	
<b>Risk Assessment Level</b>	Low	
<b>Environmental Considerations</b>	None	
<b>Evaluation</b>	This is not a graded PE. At the completion of this practical exercise you will compare your solutions with the solutions on page C-6.	
<b>Instructional Lead-In</b>	You may use AR 25-50 (SH-1), DA Pam 600-67 (SH-2), SH-3, and SH-4, the Army Writing Style Programmed Text to assist you in completing this PE.	
<b>Resource Requirements</b>	<b>Instructor Materials:</b> None  <b>Student Materials:</b> <ul style="list-style-type: none"><li>• L230IS TSP</li><li>• Pencil</li></ul>	

**Special  
Instructions**

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None

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**Procedures**

For numbers 1 thru 15, select the correct multiple-choice answer. For numbers 16 thru 20, select the correct answer within the parenthesis. For numbers 21 thru 25, identify each sentence as active or passive; if the sentence is passive, rewrite it in the active voice.

1. Which of the following is a true statement?
    - a. Active voice hides the “doer.”
    - b. Active voice is direct, natural, and forceful.
    - c. Passive voice emphasizes the subject of the sentence.
    - d. Passive voice normally requires fewer words.
  
  2. One of the two essential requirements for good Army writing is to put the main point at the beginning. What is the second requirement?
    - a. Edit every written document.
    - b. Transmit a clear message in a rapid reading.
    - c. Use active voice.
    - d. Use passive voice.
  
  3. Two of the rules for constructing military correspondence are to use short words and keep sentences short. Which of the following is another rule?
    - a. Avoid jargon.
    - b. Avoid sentences that begin with “Is . . .”
    - c. Write paragraphs that, with few exceptions, are more than 15 lines.
    - d. Write two-page memos.
  
  4. What is the goal of all Army correspondence?
    - a. Active writing.
    - b. Effective communication.
    - c. Passive writing.
    - d. Minimal errors in grammar, spelling, and punctuation.
  
  5. Which of the following may you use to join two closely related independent clauses?
    - a. Colon.
    - b. Hyphen.
    - c. Period.
    - d. Semicolon.
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6. Which of the following is a true statement regarding quotation marks used with other punctuation?
- a. Always put colons inside closing quotation marks.
  - b. Always put commas inside closing quotation marks.
  - c. Always put dashes outside the closing quotation marks.
  - d. Always put exclamation points outside the closing quotation marks.
7. Which of the following sentences has the correct punctuation?
- a. Before SPC Jones left for WLC his supervisor inventoried his equipment.
  - b. Before SPC Jones left for WLC, his supervisor inventoried his equipment.
  - c. His supervisor inventoried his equipment, before SPC Jones left for WLC.
  - d. His supervisor inventoried his equipment; before SPC Jones left for WLC.
8. Which of the following sentences has the correct punctuation?
- a. "President Roosevelt said The only thing we have to fear is fear itself."
  - b. President Roosevelt said, "The only thing we have to fear is fear itself."
  - c. President Roosevelt said, "The only thing we have to fear is fear itself".
  - d. President Roosevelt said, The only thing we have to fear is fear itself.
9. Which of the following lists the three parts of a memorandum?
- a. Heading, body, and closing.
  - b. Office symbol, date, and subject line.
  - c. Signature block, enclosures, and distribution listing.
  - d. Suspense date, body, and closing.
10. Which of the following sentences has the correct punctuation?
- a. Three areas taught in WLC are as follows leadership, training, and warfighting.
  - b. Three areas taught in WLC are as follows; leadership, training, and warfighting.
  - c. Three areas taught in WLC are as follows: leadership, training and warfighting.
  - d. Three areas taught in WLC are as follows: leadership, training, and warfighting.
11. Which of the following sentences demonstrates proper word choice?
- a. After completing the run, PFC Johanson had to lay down.
  - b. Everyone passed the PT test accept PFC Johanson.
  - c. PFC Johanson passed the pushups and situps, and then he failed the run.
  - d. Their is only one person that failed the PT test.
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**Procedures,**  
continued

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12. Which of the following sentences has the correct punctuation?
- a. SPC Granger attended airborne school but he has not attended ranger school.
  - b. SPC Granger attended airborne school, but he has not attended ranger school.
  - c. SPC Granger attended airborne school; but he has not attended ranger school.
  - d. SPC Granger attended airborne school: but he has not attended ranger school.
13. Which of the following sentences demonstrates proper use of numbers?
- a. First platoon has 43 Soldiers.
  - b. Second platoon has fifty four Soldiers.
  - c. Third squad has only 9 Soldiers.
  - d. The company has 4 platoons.
14. Which of the following sentences has the correct punctuation?
- a. SPC Snuffy attended WLC therefore he is eligible for promotion.
  - b. SPC Snuffy attended WLC, therefore, he is eligible for promotion.
  - c. SPC Snuffy attended WLC; therefore, he is eligible for promotion.
  - d. SPC Snuffy attended WLC: therefore, he is eligible for promotion.
15. Which of the following is a correct way to express the date on a memorandum?
- a. 29 Mar 2003.
  - b. 29 March 03.
  - c. 29 March 2003.
  - d. 03/29/2003.

For numbers 16 thru 20, select the correct answer within the parenthesis.

16. Not only the battalion CSM but also all of the first sergeants (has, have) an opportunity to attend the Association of the United States Army (AUSA) convention.
17. A group of words that contains a subject and a verb but is not a complete sentence is a (dependent, independent) clause.
18. Use commas to set off (nonrestrictive, restrictive) clauses and phrases.
19. The platoon sergeant, as well as the squad leaders, (is, are) in the training meeting.
20. When a/an (dependent, independent) clause precedes a/an (dependent, independent) clause, use a comma to separate them.
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**Procedures,**  
continued

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For numbers 21 thru 25, identify each sentence as active or passive. If the sentence is passive, rewrite it in the active voice.

21. SPC Smith will be attending WLC next month.

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22. You will be evaluated by your small group leader on your ability to write in the Army style.

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23. The Soldiers were told by the first sergeant to report to the motor pool.

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24. Two of the prisoners of war were from Ft. Hood, Tx.

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25. WLC culminates in an extensive situational training exercise (STX).

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**Feedback  
Requirements**

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At the completion of this practical exercise compare your solution with the solution on page C-6.

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# **SOLUTION FOR PRACTICAL EXERCISE 1**

1.     b                   Ref: DA Pam 600-67 (SH-2) para 3-2b(2)
2.     c                   Ref: AR 25-50 (SH-1), Chap 1, para 1-44b
3.     a                   Ref: AR 25-50 (SH-1), Chap 1, para 1-45b
4.     b                   Ref: AR 25-50 (SH-1), Chap 1, para 1-43
5.     d                   Ref: SH-3, p D-26 and SH-4, p SH-4-51, frame 197
6.     b                   Ref: SH-4, p SH-4-24, frame 270
7.     b                   Ref: SH-4, p SH-4-34, frame 130
8.     b                   Ref: SH-3, p D-31, para 10
9.     a                   Ref: AR 25-50 (SH-1), Chap 2, para 2-4
10.    d                   Ref: SH-3, p D-33, para 1 and SH-4, SH-4-29 and 30, frames 225 and 226
11.    c                   Ref: SH-4, p SH-4-41 and 42, frames 287 and 288 and dictionary
12.    b                   Ref: SH-4, p SH-4-24, frame 120
13.    a                   Ref: SH-4, p SH-4-47, frame 293
14.    c                   Ref: SH-4, p SH-4-22 thru SH-4-24, frames 218 thru 220
15.    c                   Ref: AR 25-50 (SH-1), Chap 2, para 2-4a(2)(c)
16.    have               Ref: SH-4, SH-4-25, frame 71
17.    dependent       Ref: SH-4, SH-4-54, frame 150
18.    nonrestrictive   Ref: SH-4, SH-4-30, frame 176
19.    is                 Ref: SH-4, SH-4-51, frame 47
20.    dependent, independent,   Ref: SH-4, SH-4-34, frame 130
21.    active             Ref: AR 25-50 (SH-1), Chap 1, para 1-44d(3)(a) and (b)
22.    passive           Ref: AR 25-50 (SH-1), Chap 1, para 1-44d(3)(a) and (b)  
Your small group leader will evaluate your ability to write in the Army style.
23.    passive           Ref: AR 25-50 (SH-1), Chap 1, para 1-44d(3)(a) and (b)  
The first sergeant told the Soldiers to report to the motor pool.
24.    active             Ref: AR 25-50 (SH-1), Chap 1, para 1-44d(3)(a) and (b)
25.    active             Ref: AR 25-50 (SH-1), Chap 1, para 1-44d(3)(a) and (b)

## PRACTICAL EXERCISE 2

<b>Title</b>	SOLDIER OF THE MONTH BOARD PREPARATION						
<b>Lesson Number/Title</b>	L230IS version 1 / THE ARMY WRITING STYLE						
<b>Introduction</b>	This practical exercise requires you to review draft correspondence. You must identify passive voice; errors in spelling, capitalization, punctuation, grammar; and all other rules of constructing military correspondence IAW AR 25-50 (SH-1).						
<b>Motivator</b>	The goal of all Army correspondence is effective communication. To be a successful Army leader and to communicate effectively, you must be able to write correspondence that transmits a clear message in a single, rapid reading and is generally free of errors in grammar, mechanics, and usage. Your proficiency--or lack thereof--in spelling, grammar, and punctuation will make an impression on your reader. You are the one who decides whether that impression will be positive or negative.						
<b>Terminal Learning Objective</b>	<p>At the completion of this lesson, you [the student] will:</p> <table><tr><td><b>Action:</b></td><td>Recognize effective Army writing.</td></tr><tr><td><b>Conditions:</b></td><td>In a self-study environment using the material contained in this lesson.</td></tr><tr><td><b>Standards:</b></td><td><p>Recognize effective Army writing by--</p><ul style="list-style-type: none"><li>• Identifying Army Writing Standards.</li><li>• Identifying active voice writing techniques for producing effective Army writing.</li><li>• Identifying the general rules for constructing military correspondence.</li></ul><p>IAW AR 25-50 (SH-1), DA Pam 600-67 (SH-2), SH-3, and SH-4.</p></td></tr></table>	<b>Action:</b>	Recognize effective Army writing.	<b>Conditions:</b>	In a self-study environment using the material contained in this lesson.	<b>Standards:</b>	<p>Recognize effective Army writing by--</p> <ul style="list-style-type: none"><li>• Identifying Army Writing Standards.</li><li>• Identifying active voice writing techniques for producing effective Army writing.</li><li>• Identifying the general rules for constructing military correspondence.</li></ul> <p>IAW AR 25-50 (SH-1), DA Pam 600-67 (SH-2), SH-3, and SH-4.</p>
<b>Action:</b>	Recognize effective Army writing.						
<b>Conditions:</b>	In a self-study environment using the material contained in this lesson.						
<b>Standards:</b>	<p>Recognize effective Army writing by--</p> <ul style="list-style-type: none"><li>• Identifying Army Writing Standards.</li><li>• Identifying active voice writing techniques for producing effective Army writing.</li><li>• Identifying the general rules for constructing military correspondence.</li></ul> <p>IAW AR 25-50 (SH-1), DA Pam 600-67 (SH-2), SH-3, and SH-4.</p>						
<b>Safety Requirements</b>	None						
<b>Risk Assessment Level</b>	Low						
<b>Environmental Considerations</b>	None						
<b>Evaluation</b>	This is not a graded PE. At the completion of this practical exercise you will compare your solutions with solutions on page C-9.						
<b>Instructional Lead-In</b>	None						



<b>Resource Requirements</b>	<hr/> <p><b>Instructor Materials:</b></p> <p>None</p> <p><b>Student Materials:</b></p> <ul style="list-style-type: none"> <li>• L230IS TSP</li> <li>• Pencil</li> </ul> <hr/>
<b>Special Instructions</b>	<hr/> <p>None</p> <hr/>
<b>Procedures</b>	<hr/> <p>1. You are a squad leader and are preparing a document for the Soldiers in your squad to help them prepare for the Soldier of the month board. You prepared an initial draft, but because of other missions you are just now able to review it. You will eventually prepare this as an informal memorandum, but for now do not worry about format errors. Review the writing for compliance with the Army writing standards.</p> <p>2. You have to review the three paragraphs below, identify the errors, and on a separate sheet of paper rewrite it correcting the errors. You must identify passive voice; errors in spelling, capitalization, punctuation, and grammar; and any other errors not in compliance with the rules of constructing correspondence IAW AR 25-50 (SH-1).</p> <p>The company Soldier of the month board is held the first Tuesday of every month at 1:30 pm. The board is held in the battalion conference room. The Soldier will wear the Class A uniform; the supervisor, BDU's. Female Soldier's may wear Class A skirt or slacks. You should study the following topics NBC, first aid, Army programs, uniforms and awards, leadership, counseling, drill and ceremonies, map reading, code of conduct and current events.</p> <p>Insure your uniform is prepared for the board. Common deficiencies sleeves and pants to long or short, uniform too tight, and awards and decorations improperly placed. Ensure shoes are highly shined and that heels are not worn down.</p> <p>Study the guide provided by battalion. Keep in mind that it is only a guide. Once you receive the notification memorandum, focus primarily on the subject areas listed on the memo. Beginning at least one week prior to the board, watch the national news and read newspapers. Be prepared to express your opinions on news items at the national and local levels.</p>

**Feedback  
Requirements**

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At the completion of this practical exercise compare your solutions with the solutions on page C-9. Other solutions may also be correct.

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## SOLUTION FOR PRACTICAL EXERCISE PE-2

You should have identified the following errors:

Para 1, first sentence, passive voice "is held"; capitalization, "tuesday" should be "Tuesday"; and expressing time, "1:30 pm" should be "1330"

Para 1, second sentence, passive voice "is held"

Para 1, third sentence, punctuation, "BDU's" should be "BDUs"

Para 1, fourth sentence, punctuation, "Soldier's" should be "Soldiers"

Para 1, fifth sentence, punctuation, colon missing after "topics"; comma missing after "conduct"

Para 2, first sentence, word choice, "Insure" should be "Ensure" and passive voice "is prepared"

Para 2, second sentence, not a complete sentence; spelling, "deficencies" should be "deficiencies"; word choice, "to" should be "too"; and spelling "impromperly" should be "improperly"

Para 2, third sentence, passive voice "are highly shined" and "are not worn"

Para 3, third sentence, spelling "memorendum" should be "memorandum"

Para 3, fourth sentence, word choice, "weak" should be "week"

Para 3, fifth sentence, passive voice "Be prepared" and spelling, "opinons" should be "opinions"

The company Soldier of the month board **convenes** the first **Tuesday** of every month at **1330 in the battalion conference room**. The Soldier will wear the Class A uniform; the supervisor, **BDUs**. Female **Soldiers** may wear Class A skirt or slacks. You should study the following topics: NBC, first aid, Army programs, uniforms and awards, leadership, counseling, drill and ceremonies, map reading, code of conduct, and current events.

**Ensure you prepare your uniform for the board.** Common **deficiencies include** sleeves and pants **too** long or short, uniform too tight, and awards and decorations **improperly** placed. **Ensure you shine your shoes and your heels are serviceable.**

Study the guide provided by battalion. Keep in mind that it is only a guide. Once you receive the notification **memorandum**, focus primarily on the subject areas listed on the memo. Beginning at least one **week** prior to the board, watch the national news and read newspapers. **Be ready to express your opinions on news items at the national and local levels.**

OTHER REVISIONS MAY ALSO BE CORRECT